

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

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**February 24, 2004**

**FROM: LINDA HAUGAN, Director**  
Transitional Assistance Department

**SUBJECT: REQUEST FOR PROPOSALS FOR ADULT BASIC EDUCATION, ENGLISH  
AS A SECOND LANGUAGE, AND GENERAL EDUCATION DEVELOPMENT  
TRAINING SERVICES**

**RECOMMENDATION:** Approve Request for Proposal for Adult Basic Education, English as a Second Language, and General Education Development Training Services and authorize the Transitional Assistance Department to release the Request for Proposal for the service period July 1, 2004, through June 30, 2005.

**BACKGROUND:** Since March 2001, The County of San Bernardino has provided mandated education services in order to enable CalWORKs participants to transition from welfare to self-sufficiency. These education services include Adult Basic Education (ABE), which provides remedial classroom instruction to raise the educational level and teach workplace essential skills; English as a Second Language (ESL) instruction to enhance reading, writing, speaking, and vocabulary skills in the English language; and General Education Development instruction for adults who did not complete high school with the skills necessary to earn a General Equivalency Development (GED).

The County pays contractors a fee-for-service based on actual services provided to each individual participant. The cost of services varies depending on the type of services provided and the availability of additional funding sources to the training provider. It is anticipated that several contracts will be awarded to provide education services throughout San Bernardino County, however, total annual costs will not exceed \$600,000. Human Services System (HSS) will monitor individual referrals to ensure that the total payments to these contractors do not exceed, in aggregate, the \$600,000. The contracts will be written in a manner to establish a Board of Supervisors approved list of qualified vendors to allow TAD caseworkers the flexibility of selecting the vendor that best meets the client's needs. A minimum amount is not required to be spent on any of these contracts and the County does not guarantee any referrals.

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Services for this RFP are expected to begin on July 1, 2004, and end June 30, 2005. If funds are available and the service delivery is determined satisfactory, based on regular monitoring visits for compliance with contract terms and conditions and program performance, TAD may opt to utilize two one-year extensions with the Board's approval.

Approval of this RFP will allow TAD to formally advertise the County's desire to solicit proposals from schools interested in providing education services for eligible CalWORKs applicants.

The RFP will be formally advertised via direct mailings, newspaper advertisements, and Internet postings. Any contract recommendations made as a result of this procurement will be presented to the Board of Supervisors for final approval.

**REVIEW AND APPROVAL BY OTHERS:** This RFP was reviewed and approved by County Counsel (Julie Surber, Deputy County Counsel, (909) 387-4119) on February 9, 2004 and by HSS Contracts (Lori Ciabattini, Contract Manager, (909) 388-0253) on February 6, 2004. This item has also been reviewed by HSS Finance (Kristine Letterman, Manager, (909) 388-0330) on February 11, 2004 and by the County Administrative Office (Gary Morris, Administrative Analyst, (909) 388-0356) on February 10, 2004.

**FINANCIAL IMPACT:** The proposed services to be contracted will not exceed \$600,000 for Education Services for FY 04-05 and is funded through the CalWORKs single allocation. The CalWORKs single allocation requires a fixed maintenance of effort of \$9.9 million, which is approximately 9% of total CalWORKs funding. Therefore, local share associated with these expenditures is approximately \$54,000. Local share is funded approximately 52% (\$28,080) with Realignment revenues and 48% local cost (\$25,920). No additional local cost is required beyond the fixed Maintenance of Effort. Adequate appropriations and revenues will be included in the HSS Administrative FY 04-05 Budget.

**Cost Reduction Review:** The County Administrative Office has reviewed this agenda item and recommends this action based on the fact that these contracts provide the required mandated Education Services to CalWORKs participants. In the event that CalWORKs funding is cut, these contracted services will not be utilized based on the provision in the contract that there is no obligation on the part of the County to refer a predetermined or specified number of participants or to purchase a specified number of slots.

**SUPERVISORIAL DISTRICTS:** All

**PRESENTER:** Linda Haugan, Director, Transitional Assistance Department, (909) 388-0236

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